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Auditor-in-Chief

3 May 1954

Chief, Records Management Division
Management Staff, DD/A

Records Control Schedule

1. In accordance with the request of the Audit Office a records management survey of the Office, including the Office of the Auditor-in-Chief, was conducted by an analyst of the Management Staff. The survey covered all records and was concerned with their organization, use and disposition. As a result of this study, the attached recommended Records Control Schedule is submitted for review and approval.

2. In developing this schedule, a physical inventory was taken of the record holdings of both Offices to determine the value of each series of records. It is felt that the values assigned are realistic and give due consideration to the needs of the Office and the interest of the Agency. The fact that the function performed by the Audit Office and the records resulting therefrom, corresponds to the functions of the Comptroller General, made it imperative that extreme care be taken in determining the value of the records. Tentative agreement was reached on the proposed disposition plan [redacted]

[redacted] of your Office and [redacted] of this Office. Following your consideration, the analyst who prepared the schedule will discuss it at your convenience.

3. Concurrently with the disposition survey, consideration was also given to the possibility of depositing some of your material in the Vital Materials Repository. It was determined, however, that it was not feasible to participate in this program at the present time. The present system for maintaining current records was examined and found to be satisfactory.

4. This Office wishes to express its appreciation for the help and cooperation extended the analyst by [redacted] and [redacted] of your Office.

Attachment

Records Control Schedule of the
Auditor-in-Chief and Audit Division

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RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE AUDIT STAFF



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RECORDS CONTROL SCHEDULE

SCHEDULE NO.

APR 1954

DATE PREPARED

20 April 1954

OFFICE, DIVISION, BRANCH AUDITOR-IN-CHIEF				SCHEDULE NO. A000100020004-7	APR 1954
ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS	
1.	FIELD AUDIT UNIT FILE Consists of correspondence and audit reports between the field audit teams and the Auditor-in-Chief relating to the audit of station accountings and those projects which are controlled in the field. Filed alphabetically by area. (1952-1954)	.3	4 drawer safe	Permanent. Disposal not authorized. (Cut off at end of 3 years; transfer to Records Center 3 years thereafter.)	
2.	AUDITOR-IN-CHIEF SUBJECT FILE Consists of correspondence, reports and related records pertaining to the administration and operation of the audit function of the Agency not covered by GAO procedures. Filed alphabetically by subject. (1951-1954)	.6	2 drawer safe	Permanent. Disposal not authorized. (Cut off at end of every 3 years; incorporate with the Audit Office Subject File described in Item 7, and transfer to Records Center 3 years thereafter.)	
3.	PROJECT FILE Consists of copies of correspondence and reports which document the audit aspects of covert projects. (The material in this file is substantially duplicated in the Project File, Item 8a.) Filed alphabetically by project. (Current)	1.3	4 drawer safe	Temporary. Transfer to Audit Office when project is liquidated, or sooner, if no longer needed for reference. (Upon transfer, incorporate in Item 8a material not duplicated in that file and destroy remainder.)	

RECORDS CONTROL SCHEDULE APPROVAL/CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
4.	CAREER SERVICE BOARD FILE Consists of informational copies of the minutes of meetings of the CIA Career Service Board. Filed chronologically. (1951-1954)	.4	4 drawer safe	Temporary. Destroy when no longer needed for informational purposes.
5.	REFERENCE PUBLICATIONS FILE Consists of copies of CIA Regulations and Notices, NSC Directives and Commercial publications. Filed by type of issuance.	2.1	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference.
6.	MAIL LOGS Record of all classified material including Top Secret, received or dispatched by the office. Maintained primarily for security purposes. Filed chronologically. (1952-1954)	.1	2 drawer safe	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)

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~~SECRET~~SCHEDULE NO.
A000100020004-7

DATE PREPARED

28 April 1954

RECORDS CONTROL SCHEDULE			
ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT
7.	OFFICE SUBJECT FILE Consists of correspondence, reports and related form records pertaining to the administration and operation of the Audit Office. It consists of such subjects as policies and procedures, field audit programs, budget and finance matters and other subjects covering the activities and functions of the Office. Filed alphabetically by office subject filing system. (1947-1954)	2.	4 drawer safe
8.	PROJECT FILE These files reflect the audit function as performed by the Audit Office for Agency. a. Consists of correspondence and reports which document the audit aspects of covert projects. Includes the administrative plan and audit reports. Filed alphabetically by project name. (Current)	2.	4 drawer safe
	b. Consists of detailed work papers produced as a result of an audit. Includes inventories, balance sheets, profit and loss statements, and bank statements. Filed alphabetically by project. (Current)	0.6	4 drawer safe
			DISPOSITION INSTRUCTIONS
			Permanent. Disposal not authorized. (Cut off at end of every 3 years; transfer to Records Center 3 years thereafter.)
			Permanent. Disposal not authorized. (Place in inactive file when project is liquidated; transfer to Records Center concurrently with Item 7.)
			Permanent. Disposal not authorized. (Place in inactive file when project is liquidated; consolidate with a. above and transfer to Records Center concurrently with Item 7.)

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RECORDS CONTROL SCHEDULE IIA
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
	PROJECT FILE (Continued)			
	c. Consists of 5 x 6 cards which summarize the information contained in a. above, such as description of project, objectives, funds used, and the assigned auditor. Used as a ready reference. Filed alphabetically by project. (Current)	.3	17 tray Kardex	Temporary. Destroy when project is liquidated or when no longer needed for reference.
9.	MEMORANDA OF EXCEPTION FILE			
	a. Consists of Memoranda of Exceptions noted as a result of audit and replies from Finance Division indicating action taken to rectify or clear such exceptions. Filed numerically by exception number. (Current)	1.5	4 drawer safe	Permanent. Disposal not authorized. (Place in inactive file when exception is cleared; transfer to Records Center concurrently with Item 7.)
	b. Log maintained on 8 x 10 ¹ sheets for the purpose of assigning a number to each exception. Filed numerically by exception number. (Current)	.1	4 drawer safe	Temporary. Destroy 1 year after exception number has been assigned.
10.	REPORT OF AUDIT FILE			
	Consists of copies of complete audit reports on Confidential Funds. Filed chronologically by year. (1946-1950)	.6	4 drawer safe	Permanent. Transfer to Records Center.

RECORDS CONTROL SCHEDULE CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
11.	<p>TIME SUMMARY FILE</p> <p>a. Consists of a summarization of all office personnel work assignments. (1954)</p> <p>b. Consists of weekly reports submitted by office personnel, the information of which is posted to a. above. Filed alphabetically by individuals' surnames. (1954)</p>	.3 1.5	4 drawer safe 4 drawer safe	<p>Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)</p> <p>Temporary. Destroy after posting to summarization sheet.</p>
12.	<p>WORK PAPER FILE</p> <p>a. Consists of extra copies of machine listings used by the auditors as a ready reference to verify various accounting items. Filed chronologically by fiscal year. (Current)</p> <p>b. Consists of extra copies of purchase orders, shipping tickets, and receiving documents. Used by the auditors to test the accuracy of accountability records. Filed alphabetically by project or station and by document number therewith. (1953-1954)</p>	6.8 8.	4 drawer safe 4 drawer safe	<p>Temporary. Destroy when superseded or obsolete, or when no longer needed for reference.</p> <p>Temporary. Destroy when superseded or obsolete, or when no longer needed for reference.</p>

RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
13.	NAME FILE (PERSONNEL) Consists of copies of travel orders, travel vouchers, training requests and personnel actions, etc. used in the supervision of Audit personnel. Filed alphabetically by surname. (Current)	.8	4 drawer safe	Temporary. Destroy when separated from the Office.
14.	MAIL LOGS Record of all classified material including Top Secret, received or dispatched by the office. Maintained primarily for security purposes. Filed chronologically. (1944-1954)	.6	4 drawer safe	Temporary. Destroy when 1 year old. (Cut off at end of each year; destroy 1 year thereafter.)
15.	LIBRARY MATERIAL Consists of bound volumes of the United States Code Annotated and Comptroller General's Decisions. Maintained as a ready reference.	19.2	Bookshelves	Temporary. Return to Library when no longer needed for reference.
16.	REFERENCE PUBLICATIONS FILE Consists of copies of CIA Regulations and Notices, OSC and OPC Regulations, etc. Filed by type of issuance.	5.6	4 drawer safe	Temporary. Destroy when superseded or obsolete, or no longer needed for reference.